



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100

24 MAR 2005

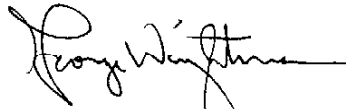
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MEMORANDUM FOR All Civilian Employees, US Army Medical Department Center and School and Fort Sam Houston

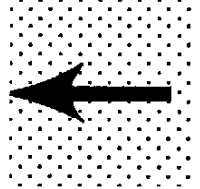
SUBJECT: Rights of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include, but are not limited to, what the civilian employee reasonably believes evidences fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.
3. Statutes, regulations, and collective bargaining agreements prescribe procedures for civilian employees to use in submitting complaints that pertain to certain civilian employment matters. To obtain information about grievance and appeal procedures, contact the Management-Employee Relations Br, Civilian Personnel Advisory Center (CPAC), Bldg 144, Ft Sam Houston, Texas (221-2830/0608) who will give you information about the pertinent regulations and procedures to follow. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Office at 221-2762/0218.
4. If you have complaints about matters other than civilian employment, or about violations of regulations or procedures in processing complaints about personnel actions and you feel your complaint has not been resolved by your supervisor, you may visit or call your local Inspector General, COL Mary Bedell. The Inspector General's office is located in building 261 on Wilson Street (locator sign on road). You may also reach them by telephone at (210) 221-1461/2327. If you wish to contact them by mail, the mailing address is 2173 Wilson Way, Suite 26, Fort Sam Houston, Texas 78234-5026.
5. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting your local Inspector General, you may write to: Inspector General, US Army Medical Command, 2050 Worth Road, Ft Sam Houston, TX 78234-6016 or contact them by phone at 221-6402/6403. You may also call the Department of the Army Inspector General (DAIG) at 1-800-752-9747 or commercial (703) 695-1578 or you may call the Department of Defense Inspector General (IG-DOD) at 1-800-424-9098 or commercial (703) 694-5080.
6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 4, AR 385-10.
7. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General, nor may they take any disciplinary or adverse action against you for filing a complaint, seeking assistance or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

8. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is particularly true when it is specifically requested by persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with an IG.



GEORGE W. WEIGHTMAN  
Major General, MC  
Commanding



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